

20 March 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with NCPC Technical Staff

On this date the undersigned met with Messrs. Hromanik and MacKinnon of the National Capital Planning Commission to discuss technical requirements for a master plan presentation. Mr. Hromanik led off with the statement that if the Agency is to meet the July hearing date (advanced to 29 June 1972), we must have a complete submission by 15 May. This includes graphic, minimal tabular information, and narrative information. A colored presentation copy need not be submitted until the actual hearing date (depends on garage submission date).

A copy of the National Bureau of Standards Master Plan was shown as an example of a master plan which compares close to the scale and complexity of our Headquarters complex. Mr. Hromanik informed me that this example was a good illustration of the minimum four-drawing presentation. It consisted of two sets of drawings. One set indicated existing conditions and the second set indicated proposed conditions. Each set consisted of the four following drawings:

- Land Use Plan (inclusive of site only)
- Development Plan (may show topography, square footage count, and personnel)
- Circulation Plan (vehicular, pedestrian, parking count)
- Landscape Plan (may show topography)

Mr. Hromanik stated that drawings other than the four basic as mentioned above are for the purposes of clarity and are not considered a prerequisite for submission and review. Drawings in this category would be site sections, population distribution, utilities diagram renderings, etc. Only the two sets of basic drawings (the 4 as mentioned) become permanent additions to the Commission files.

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Mr. Hromanik also presented the undersigned with an "example" copy of an environmental statement and also a copy of an environmental description. These examples should serve as rough guides for our use in preparing a comparable document.



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1 - cy BPS-Master Plan file  
1 - cy Chrono

UNCLASSIFIED INTERNAL  
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SUBJECT: (Optional)

FROM:	EXTENSION	NO.	STAT INTL
			DATE
Chief, Building Planning Staff, OL			21 March 1972
TO: (Officer designation, room number, and building)	RECEIVED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Director of Logistics			Confirming discussions of this morning, I feel that the Agency's position with NCPC would be enhanced with the submission of site cross-sections which we have prepared and are on hand. These sections show clearly the low profile concept of future Hos. campus development vis-a-vis surrounding topography.
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